

26 July 1951

**MEMORANDUM FOR:** Personnel Director  
Chief, Administrative Services  
Assistant Deputy (Inspection and Security)

**SUBJECT:** Procedures for Requesting and Reporting Security Clearances.

1. The following procedures relative to the requesting and reporting of security clearances will be inaugurated effective 1 August 1951:

a. All requests for security clearances for applicant type cases, including changes in the type of clearances previously requested, will be prepared by Personnel on Form No. 37-104 and distributed as follows: original to the Inspection and Security Office with supporting papers; first carbon to Machine Records Branch and third copy for Personnel files. Forms No. 37-104 will be numbered consecutively and subsequent changes in type of clearances will be prepared on this Form using the original request number.

b. In the event that Requests for Security Clearances or subsequent changes are received by the Inspection and Security Office from sources other than Personnel the Personnel Office should be immediately notified, unless special circumstances preclude this action, so that Form No. 37-104 can be prepared and distributed as indicated above.

c. Upon receipt of the copy of Form No. 37-104 in the Machine Records Branch an IBM Security Card will be punched and verified for the following information:

- (1) Request Number
- (2) Date
- (3) Name
- (4) Year of Birth
- (5) Office, Division, Branch
- (6) Type of Employee

- (7) Vouchered or Unvouchered Funds
- (8) Type of Security Clearance Requested
- (9) Availability Date
- (10) Estimated Clearance Date
- (11) Recruitment Source
- (12) Sex and Veterans Status

d. After a determination has been made by the Inspection and Security Office as to the type of security clearance to be issued, Form No. 38-101 or Form No. 38-106, Security Approval Forms, will be prepared by the Inspection and Security Office and distributed as follows: original to the Personnel Office (for both overt and covert clearances); one copy to the Machine Records Branch and one copy for Inspection and Security Office files.

e. Upon receipt of the Forms in the Machine Records Branch the types and dates of security clearances requested and issued will be recorded in each card. When final clearances have been issued the cards will be filed in a "full clearance file". During the month, reports as to the numbers and types of security clearances requested, issued and pending may be automatically obtained.

f. The "cut off" date for the preparation of the monthly statistical reports pertaining to security clearances by the Personnel Office, Inspection and Security Office and Machine Records Branch will be 1700 hours the last working day of each month. On the morning of the first working day after the close of each month the Personnel Office, Inspection and Security Office and Machine Records Branch will effect necessary liaison to ensure that all actions for the month concerned have been received and properly recorded. A copy of the transmittal list prepared by the Personnel Office reflecting all Requests for Security Clearances, Form No. 37-104, together with the serial numbers of the Requests which have been forwarded to the Inspection and Security Office via the Reproduction Division for reproduction of photostats of Personal History Statements will be used by the Personnel and Inspection and Security Offices to reconcile statistics to be included in the monthly reports.

g. The monthly statistical reports which are now being prepared by the Personnel Office, Inspection and Security Office and Machine Records Branch reflecting data pertaining to security clearances will be prepared in sufficient time to arrive in the Management Analysis Office by close of business on the fifth working day after the close of each month.

  
Advisor for Management

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**CONCURRENCES:**

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Personnel Office

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Inspection and Security Office

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Administrative Services Office

EB/ms

cc: Subject File